Proposal Evaluation

PROPOSALS DUE

Includes DBE Pass/Fail

Pass/Fail Analysis (Ad & Award)

Pick-up Proposals (RFP Coordinator)

Review Proposals and create a List of Participants (RFP Coordinator)

—SOQ—

Prep for Evaluation Kick-off Meeting (Proj. Dev. PE)

Evaluation Kick-off Meeting (Proj. Dev. PE)

Review & comment on Proposals and submit to RFP Coordinator (Evaluators)

Compile comments into one spreadsheet (RFP Coordinator)

Open Form C, Upset Amount Determination (Ad & Award)

—If at least 1 is under upset price—

Define List Particpant

ITP, Evaluation Manual, Schedule, List of Participants, Confidentiality and No-Conflicts of Interest Forms, and evaluation form

Discuss process and security

Sign Conflict of Interest Forms

In-the-room evaluation meetings (evaluators and Facilitators)

If ALL are over upset price

They are not out, if all are over, then we go to a BAFO process.

Hand out proposal copies to each evaluator

Finalize comments and score

Debrief Project Management

Debrief Region Executives

Debrief HQ Executives

Submit Technical Scores to Ad & Award (RFP Coordinator)

Prepare ABV Spreadsheet with Price Info (Ad & Award)

Announce ABV

Prepare ABV Spreadsheet and submit to Ad & Award (RFP Coordinator)

Price Ad & Award

Closeout Stage

Last updated October 5, 2016